

M e m o r a n d u m

Date: July 12, 2010

To: Clear Lake Area

Attention: Lieutenant M. W. Loveless

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.13424.A07146.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Clear Lake Area was conducted on March 13, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on May 3 - 4, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 368 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 55 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	156	42.39%	22.47	23
Telecommunications	131	35.60%	18.87	19
Fleet	17	4.62%	2.45	3
Weapons	64	17.39%	9.22	10
Total	368			55

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 54 of the 55 items were located. One item was transferred to another command and one of the 54 items requires a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 44 of the 45 items reconciled. One item requires a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General by October 12, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Clear Lake Area

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July 12, 2010

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in blue ink, appearing to read "E. Sanchez", is positioned above the printed name.

E. SANCHEZ, Captain
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Field
Northern Division
Fiscal Management Section
Telecommunications Section
Office of Inspector General, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Clear Lake Area - 151
May 3 - 4, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
PROJECTOR	131342			X			Add serial number 302313783 and request duplicate property tag.
Mobile Repeater	R47509				X		Item transferred to Northern Division, CHP 57 attached.
Control Head - Mobile	R90675			X			Item located in vehicle 1249905, CHP 57 attached.

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
Clear Lake Area - 151

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	101884	CAMERA STILL DIGITAL QV10 P0101D6028	X					
2	113844	CAMERA STILL	3314872	X				
3	120482	RADAR, VEHICLE	046859	X				
4	125051	BREATH ANALYZER	047810	X				
5	125052	BREATH ANALYZER	047811	X				
6	125662	CAMERA		X				
7	130593	ROUTER	JMX0725L41Y	X				
8	131342	PROJECTOR		X				Add serial number 302313783 and request duplicate X property tag.
9	131359	CAMCORDER		X				
10	138043	DIGITAL SCALE	8026281078	X				
11	141670	LAPTOP	0036040352	X				
12	141671	LAPTOP	0036040559	X				
13	141959	LAPTOP	0036040722	X				
14	142227	TIRE CHANGER	0601104060	X				
15	143145	LAPTOP	0036126475	X				
16	143307	LAPTOP	0036126364	X				
17	143357	LAPTOP	0036145917	X				
18	146996	DIGITAL CAMERA		X				
19	149819	PRINTER LASERJET	CNRXG60080	X				
20	149874	Uninterruptable Power Sour (SOURCE)	AS0704330575	X				
21	151527	COMPUTER	2UA7230GWZ	X				
22	154145	COMPUTER	MXL7330F1D	X				
23	159996	LIDAR SPEED ENFORCEMENT SYSTEM	TS000575	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
Clear Lake Area - 151**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST								
1 118998	PRINTER	MX0411T03T	X					
2 139442	PRINTER	CNDXB18662	X					
3 140851	LAPTOP	L3CA355	X					
4 141656	LAPTOP	0036040326	X					
5 142149	DVD RECORDER	AD15870595B	X					
6 142323	DVD PLAYER	170K1645	X					
7 143370	LAPTOP	0036145968	X					
8 145890	SWITCH	FOC1027Z9GK	X					
9 148469	PRINTER	CNWBB77071	X					
10 149764	PRINTER LASERJET	CNRXR03164	X					
11 149875	Uninterruptable Power Sour (SOURCE)	AS0704330558	X					
12 150717	BAR CODE PRINTER(THERMAL TRANSFER/DIRECT THERMAL PRINTING)	T457340634	X					
13 151532	COMPUTER	2UA7230H7Z	X					
14 151533	COMPUTER	2UA7230GWM	X					
15 151543	COMPUTER	2UA7230H51	X					

LEGEND

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Clear Lake Area - 151

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R27526	Fixed Receiver - rack type		273CCW0156	X					
2	R40761	Mobile Radio		9522458	X					
3	R42623	Mobile Radio		9541804	X					
4	R45876	Mobile Repeater	1270534	7739012	X					
5	R47509	Mobile Repeater	1215539	7783729				X		Item transferred to Northern Division, CHP 57 attached.
6	R53890	Scanner	C2556F	1154441	45006602	X				
7	R63139	Hand-Held Radio	11810	S70	402AWW6023	X				
8	R65178	Hand-Held Radio	17904	AREI-08	402AWYB036	X				
9	R66211	Hand-Held Radio	15435		402AWYA827	X				
10	R69098	Hand-Held Radio	11877		402AXE7973	X				
11	R70083	Battery Charger - Radio			X					
12	R70533	Battery Charger - Radio			X					
13	R74880	Scanner	3QKM808		75002208	X				
14	R78527	Control Head - Mobile	SPEC PROG	CHPRS		X				
15	R78799	Control Head - Mobile	C2957E	SPC CHPRS		X				
16	R79610	Remote Console		1030	X					
17	R90689	Control Head - Mobile	3QKM808		X					
18	R94018	Scanner	1270534		320Z44003117	X				
19	R97407	Citizen Band Radio	C2642P		54023912	X				
EQUIPMENT TO INVENTORY LIST										
1	R23233	Fixed Receiver - rack type		6382811	X					
2	R40590	Mobile Radio	3QKM808		9522539	X				

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CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Clear Lake Area - 151

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
3	R41060	Mobile Radio	C2957E	1283456	9523526	X					
4	R41814	Mobile Radio	1270534		9540884	X					
5	R45746	Mobile Repeater	3QKM808		7736368	X					
6	R49845	Public Address Amplifier			7110	X					
7	R50622	Scanner	1289116		5000170	X					
8	R56124	Scanner	1289058		55003207	X					
9	R69273	Hand-Held Radio	13353	MM #08-026	402AXE8664	X					
10	R70012	Base Station - rack type			1590244	X					
11	R70391	Battery Charger - Radio				X					
12	R70392	Battery Charger - Radio				X					
13	R70412	Battery Charger - Radio				X					
14	R71648	Analyzer/Conditioner - Radio				X					
15	R73581	Fixed Receiver - rack type			1580223	X					
16	R73582	Fixed Receiver - rack type			1585531	X					
17	R74779	Scanner	C2642P	1171638	75001785	X					
18	R76072	Announcer - Telephone			3699	X					
19	R81460	Control Head - Mobile	C2642P			X					
20	R82852	Telephone System				X					
21	R90021	Control Head - Mobile	1270534			X					
22	R90675	Control Head - Mobile				X					Item located in vehicle 1249905, CHP 57 X attached.
23	R97021	Control Head - Mobile	1289116			X					
24	R97091	Control Head - Mobile	1289058			X					

LEGEND

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ATTACHMENT D

Active Equipment Inventory by Station Location
(PAR:EQUIP INVENT BY STATION)
04/09/2010

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PR. LOC.
151	1239952	1239952	ENFORCEMENT SEDAN	2006	FOR	CORVICO	151
151	1240212	1240212	ENFORCEMENT SEDAN	2007	FOR	CORVICO	151
151	1248120	1248120	PRIMARY COLLISION FACTOR	2007	FOR	CORVICO	151
	1248346	1248346	ENFORCEMENT SEDAN	2009	FOR	CORVICO	151
151	1249905	1249905	PRIMARY COLLISION FACTOR	2007	FOR	CORVICO	151
151	1249927	1249927	PRIMARY COLLISION FACTOR	2007	FOR	CORVICO	151
151	1270534	1270534	ENFORCEMENT SEDAN	2008	FOR	CORVICO	151
151	1271000	1271000	ENFORCEMENT SEDAN	2009	FOR	CHARGER	151
151	1289026	1289026	ENFORCEMENT SEDAN	2009	FOR	CORVICO	151
151	1289058	1289058	ENFORCEMENT SEDAN	2009	FOR	CORVICO	151
151	1289116	1289116	ENFORCEMENT SEDAN	2009	FOR	CORVICO	151
151	KQMS808	56AH388	COMMANDER VEHICLES	2007	FOR	CORVICO	151
151	C25563	1154441	ALL TERRAIN MARKED	2005	FOR	EXPED4X	151
151	C2642F	1171638	MRE 2X4	2004	CHE	2500 PU	151
151	C2957E	1283456	MOTOR CARRIER VEHICLES	2005	FOR	VAN	151
151	T251	1104065	TRAILERS	2001	UST	RADAR TFLR	151
151	T246	1223745	TRAILERS	2006	MIRAGE	UTILITY	151

Page Number: 3

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDER'S SIGNATURE: _____

ATTACHMENT E

151 - Clear Lake

April 9, 2010

Officer Issued Weapons

(201) Issued to officer

ID# Last Name

First Name

Ser#Control#

Comments

Issued to officer:

Department of California Highway Patrol

Complete Area Inventory

151 - Clear Lake

April 9, 2010

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Issued to officer:

Officer Issued Weapons Total:

Area Issued Weapons

Ser#

Control#

Comments

(202) Issued to Area/Division

Ser#

Control#

Comments

Department of California Highway Patrol
Complete Area Inventory
151 - Clear Lake

April 9, 2010

Y ([redacted])

Issued to Area/Division: [redacted]

Ser#

Control#

Comments

[redacted]

[redacted]

Ser#

Control#

Comments

[redacted]

[redacted]

[redacted]

[redacted]

(202) Issued to Area/Division

Ser#

Control#

Comments

[redacted]

[redacted]

[redacted]

[redacted]

Issued to Area/Division: [redacted]

[redacted]

(202) Issued to Area/Division

Ser#

Control#

Comments

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Complete Area Inventory

151 - Clear Lake

April 9, 2010

Issued to Area/Division: [REDACTED]

[REDACTED]
(202) Issued to Area/Division

Ser#

Control#

Comments

Issued to Area/Division: [REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

SUPPORTING DOCUMENTATION

VEHICLE NR:		1249905	
YEAR:	2007	LICENSE NR:	1249905
MAKE:	FOR	REPLACES VEHICLE:	
MODEL:	CRNVIC	VIN:	2FAHP71W37X108981
CLASS CODE:	PCF	DATE PLACED IN SERVICE:	09/18/2
DEALER STOCK NR:	FL9139	FUEL CARD #:	631

EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	41691
A RADIO CONTROL HEAD	90675
A REPEATER	46179
A SCANNER	90278
ANTENNA - COMPUTER -	
BASE LOAD ANTENNA	
BUMPER LIGHTS	
CABLE - MAIN RADIO	
CABLE - COMPUTER DAT	
CONSOLE	
DECALS	
DOCKING STATION	
DUAL GUN LOCKS	
EXEMPT LICENSE PLATE	
EXTERNAL JUMPER PLUG	
FIRST AID KIT	
LED MIRROR MT RD/BL	
LED REAR DECKLIGHT	
MAPLIGHT	
MIRROR LIGHTS	
PRISONER RESTRAINT E	
RADIO/SIREN INTERFAC	
REPEATER ANTENNA	
SIREN	
SPOTLIGHT LEFT CLEA	
SPOTLIGHT RIGHT CLE	
STALKER-RADAR WIRING	
TINTED WINDOWS	
WHITE PAINT EXTERIOR	
WIG WAG FLASHER	

COMMENTS:
PCF

ASSIGNED TO LOCATION: 101 151

RECEIVED BY:

(Signature)

PRINT NAME:

James R. Coonley

ID NUMBER:

A11546

DATE:

9/20/07

ODOMETER:

TRANSFERED FROM LOCATION:

DELIVERED BY:

(Signature)

PRINT NAME:

L. Trumble

ID NUMBER:

107298

DATE:

9-19-07

----- End of Report -----

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER
(PAR:CHP 57)

VEHICLE NR. 1215539

23

YEAR: 2005
MAKE: FOR
MODEL: CRNVIC
CLASS CODE: ES
DEALER STOCK NR: 6661

LICENSE NR: 1215539
REPLACES VEHICLE: 1204211
VIN: 2FAHP71W75X153970
DATE PLACED IN SERVICE: 01/15/2006
FUEL CARD #: 284187

8.15.06

EQUIPMENT

ITEM:
A RADIO - CHP
A RADIO CONTROL HEAD
A REPEATER
A SCANNER
ANTENNA - COMPUTER -
BARRIER
BASE LOAD ANTENNA
CABLE - MAIN RADIO
CABLE - COMPUTER DAT
CONSOLE
DECALS
DOCKING STATION
DUAL GUN LOCKS
EXEMPT LICENSE PLATE
EXTERNAL JUMPER PLUG
FIRST AID KIT
MAPLIGHT
PRISONER RESTRAINT E
PUSH BUMPER
RADIO/SIREN INTERFAC
REAR MAPLIGHT
REPEATER ANTENNA
ROOF NUMBERS
SECOND EYE BOLT
SIREN
SPOTLIGHT LEFT CLEA
SPOTLIGHT RIGHT CLE
STALKER RADAR WIRING
VISION ROOFLIGHT
WIG WAG FLASHER

DESCRIPTION:

53409 ✓
98046 ✓
44739 ✓
79850 ✓

57135 89807
4634 44367
59118

47509

PROTECTED REPLACEMENT DATE
7/11/10
YEA I KNOW, NO NEW CALL

COMMENTS:

REPLACES 1204211 TO 125 FOR R/O 1161107

ODOMETER: 119

ASSIGNED TO LOCATION : 101

TRANSFERED FROM LOCATION

RECEIVED BY:

(signature)

DELIVERED BY:

(signature)

PRINT NAME:

ESTON LOGSTON

PRINT NAME:

Kevin Kowalski

ID NUMBER:

111031

ID NUMBER:

113422

DATE:

8/9/06

DATE:

8/9/06

---- End of Report ----